

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
- ☒ A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundatoin

Travel date(s): 8.30.17-9.1.17

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|---|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount | \$1,065.60 airfare +\$120 local bus | \$198 | \$150.61 | \$35.00 - meeting room rental |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

9/11/17

(Date)

Jared Henderson

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9-11-17

(Date)

[Signature]

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUL24'17AM11:29

Jared Henderson

Name of Traveler: _____

Employing Office/Committee: _____ Senator Heidi Heitkamp

Private Sponsor(s) (list all): _____ Red River Valley Sugarbeet Education Foundation, Inc.

Travel date(s): _____ 8/30/2017-9/01/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): _____ Fargo, ND

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the legislative assistant handling agriculture issues for the Senator and this is an educational tour about the sugarbeet industry that will focus on sustainable farming practices, business models and food processing methods that are important to the sugar industry in ND.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/24/17
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Heidi Heitkamp hereby authorize Jared Henderson
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7-24-17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

From: Duane Maaatz <dmaatz@rrvsga.com>
Sent: Tuesday, July 11, 2017 4:05 PM
To: Henderson, Jared (Heitkamp)
Subject: Sugarbeet Education Foundation Tour

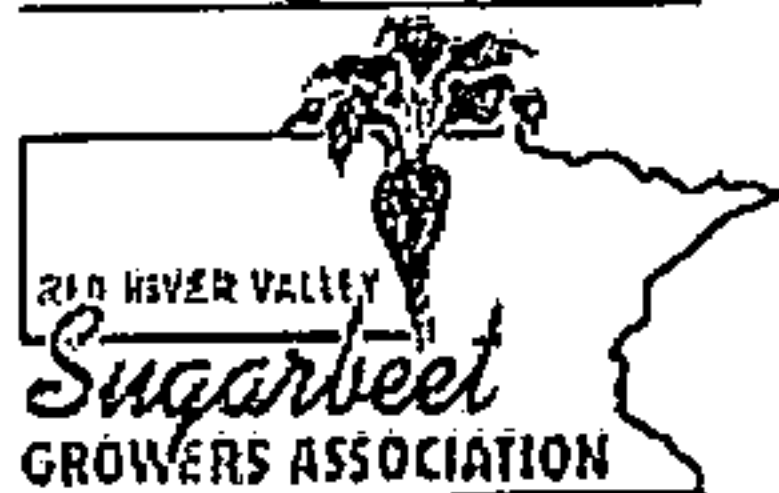
It was good to meet you during our recent trip in Washington DC. Thank you for your time.

I am reaching out in to seek your interest in our Sugarbeet Education Foundation Tour. We are making plans for our 2017 Education Foundation Tour. Please see the invitation below. We are very interested in hosting Members of Congress, Agency Personnel and Staffers in an effort to help you understand our sustainable farming practices, business model(s) and food processing methods. Please contact me indicating your interest in attending our tour.

Tour participants will travel to and from Fargo, North Dakota.

Thank you for your interest the American Farmer.

Duane Maatz
Executive Director, RRVSGA
1401 32nd Street SW
Fargo, ND 58103
(Work) 701.239.4151
(Cell) [REDACTED]
dmaatz@rrvsga.com



1401 32nd Street SW - Fargo, North Dakota 58103 701.2

Please join us for . . .

| | | |
|----------------|-------------------|-------|
| Duane Maatz | dmaat@rvsga.com | 701.2 |
| Kirsten Stibbe | kirsten@rvsga.com | 701.2 |

SUGAR 101: The Industry A - Z

Wednesday August 30th, 2017

Reception / Dinner / Industry Overview

Thursday August 31st, 2017

Farm Harvest

Piling Station / Storage

Processing Plant & Packaging

Agenda

Red River Valley Education Foundation Tour

August 30, 2017

6:00 – 9:00 Reception / Dinner Meeting – Wild Bills

The evening meeting will include an industry overview as well as a review of the agenda defining expectations plus the economic impact of the sugar industry. Each meeting and tour will be hosted by industry professionals and experts from American Crystal Sugar Company, the RRV Sugarbeet Growers Association and the farmer shareholders and owners of American Crystal Sugar Company.

August 31, 2017

8:00 – 8:30 Breakfast Meeting – ClubHouse Hotel & Suites of Fargo

Industry professionals will review the events for today as well as answer questions.

8:30 – 12:00 (Noon) Farm Tour

-----Participants will see two sugarbeet harvest operations as well as a piling site, storage and airflow related to sugarbeet storage. We will tour two farms and a rural piling site.

12:00 – 1:30 Lunch at American Crystal Sugar, Moorhead, MN

Processing plant professionals will provide a tour overview to establish expectations and safety guidelines.

1:30 – 4:00 American Crystal Sugar Processing Plant Tour

Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

4:00 – 5:00 Sugar Packaging Facility

Participants will view the sugar packaging area at the Moorhead factory.

5:00 - 6:00 Travel time back to hotel to prepare for dinner meeting

6:00 – 9:30 Dinner Meeting – ClubHouse Hotel & Suites of Fargo

Industry professionals will recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging.

September 1, 2017

7:30 – 9:00 Breakfast Meeting – ClubHouse Hotel & Suites of Fargo

Industry professionals will provide an overview of events and schedule of the day.

9:00 – 9:30 Travel time to the manufacturing plant

9:30 – 10:15 Amity Technology

Participants will tour a farm machinery manufacturing plant. Show the engineering and technology related to sugarbeet machinery manufacturing.

10:15 – 10:30 Travel time to the Greenhouse Facility

10:30 – 12:00 (Noon) NDSU Research, Greenhouse Facility

Participants will tour the NDSU research greenhouse to develop an understanding related to the science behind farming specific to sugarbeets. View studies related to cold weather, plant diseases, and crop protectants (herbicides & fungicides).

12:00 – 1:30 Lunch Meeting – Herd and Horns - Industry professionals will lead a final tour wrap-up session. Topics will include: a question and answer session to discuss each of the components of our tour soil conditions, harvest temperatures and weather, harvest equipment, local economic impact

00000619

Evan Lee LA
FL Congressman Neal Dunn
Evan.Lee@mial.house.gov

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors):
Red River Valley Sugarbeet Education Foundation, Inc.
2. Description of the trip: To teach participants aspects regarding sugarbeet farming, storage, processing and related science.
3. Dates of travel: 8/30/2017 - 9/01/2017
4. Place of travel: From Washington, D.C. to Fargo, N.D. round trip
5. Name and title of Senate invitees: Jared Henderson
6. I certify that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To educate interested persons about the sugarbeet industry.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is our first educational tour.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

We have participated in local farmer, elementary school students, and teacher educational programming.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|-------------------------|------------------|---------------|--|
| <input type="checkbox"/> Good Faith estimate | \$546 + tax airfare | \$198 + tax | \$140 | \$400 meeting room expense / \$1,400 local bus transportation = \$120 each |
| <input checked="" type="checkbox"/> Actual Amounts | | | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

We have Association Members, USDA Agency personnel as well as Congressional participants attending our tour.

18. Reason for selecting the location of the event or trip

It is the primary headquarters of our industry.

19. Name and location of hotel or other lodging facility:

ClubHouse Hotel & Suites - Fargo, N.D.

20. Reason(s) for selecting hotel or other lodging facility:

location / convenience

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our expenses are based on actual local costs.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Airfare - coach class

Locally - bus transportation on the tour

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Duane Maatz - Executive Secretary

Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: dmaatz@rvsgea.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Red River Valley Sugarbeet Education Foundation, Inc.
2. Description of the trip: This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing and the related science.
3. Dates of travel: 8/30/2017 - 9/01/2017
4. Place of travel: Travel will be from Washington, D.C. to Fargo, N.D. round trip
5. Name and title of Senate invitees: Jared Henderson - Legislative Assistant for ND Senator Haltkamp
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip (see questions 6 and 10)*.

-OR-

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

The Red River Valley Sugarbeet Education Foundation, Inc. is the sole sponsor of this trip and is

responsible for organizing and conducting the activities during the trip.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons

about the sugarbeet industry. This trip is designed to teach participants aspects regarding sugarbeet

farming, storage, processing and the related science via on site visits to farms, and processing plants.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

This is our second educational tour that the Red River Valley Sugarbeet Education Foundation has

sponsored. The first tour was conducted in October of 2016.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Red River Valley Sugarbeet Education Foundation has participated in local farmer, elementary school students, and teacher educational programming as well as educating congressional staffers regarding the sugarbeet industry.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|---|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$1,065.60 airfare local bus transportation = \$120 each per guest | \$198 + tax | \$146 | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged and organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The trip is located in the Red River Valley because this area is the primary headquarters of our sugarbeet industry.

19. Name and location of hotel or other lodging facility:

ClubHouse Hotel & Suites - Fargo, N.D.

20. Reason(s) for selecting hotel or other lodging facility:

The ClubHouse Hotel & Suites was selected due to it's convenient location with affordable hotel room rates plus meeting rooms that could accomodate the group. This was the least expensive room rate available in Fargo for the dates of the trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging exceed the Federal Government rate by \$9 per night. This was the least expensive room rate available for the conference dates. Meals provided to trip participants fall within the maximum per diem rates for the official Federal Government travel stipulations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Airfare - coach class

Locally - bus transportation on the tour

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

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Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: dmaatz@rvsga.com

Agenda

Red River Valley Education Foundation Tour

August 30, 2017

6:00 – 9:00 Reception / Dinner Meeting – Wild Bills

The evening meeting will include an industry overview as well as a review of the agenda defining expectations plus the economic impact of the sugar industry. Each meeting and tour will be hosted by industry professionals and experts from American Crystal Sugar Company, the RRV Sugarbeet Growers Association and the farmer shareholders and owners of American Crystal Sugar Company.

August 31, 2017

8:00 – 8:30 Breakfast Meeting – ClubHouse Hotel & Suites of Fargo

Industry professionals will review the events for today as well as answer questions.

8:30 – 12:00 (Noon) Farm Tour

Participants will see two sugarbeet harvest operations as well as a piling site, storage and airflow related to sugarbeet storage. We will tour two farms and a rural piling site.

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12:00 – 1:30 Lunch Meeting – Herd and Horns - Industry professionals will lead a final tour wrap-up session. Topics will include: a question and answer session to discuss each of the components of our tour . . . soil conditions, harvest temperatures and weather, harvest equipment, local economic impact of the sugarbeet industry, beet storage, packaging, manufacturing and research.

Kirsten Stibbe

From: americanairlines@aa.com
Sent: Friday, July 28, 2017 11:15 AM
To: kirsten@rvsga.com
Subject: J. HENDERSON 08/30/17 Itinerary



Reservations | AAdvantage Account | Fare Sales & Offers

AA Record Locator: [REDACTED]

Status: Ticket Pending

Your Itinerary

| Carrier | Flight Number | Departing | | Arriving | | Booking Code | Meals |
|---|---------------|----------------|-----------------------|----------------|-----------------------|--------------|-------------------|
| | | City | Date & Time | City | Time | | |
| AMERICAN AIRLINES | 1076 | DCA Washington | Aug 30, 2017 11:05 AM | ORD Chicago | Aug 30, 2017 12:13 PM | M | Food for Purchase |
| AMERICAN AIRLINES OPERATED BY ENVOY AIR AS AMERICAN EAGLE | 3738 | ORD Chicago | Aug 30, 2017 01:28 PM | FAR Fargo | Aug 30, 2017 03:18 PM | M | N/A |
| AMERICAN AIRLINES OPERATED BY ENVOY AIR AS AMERICAN EAGLE | 3738 | FAR Fargo | Sep 01, 2017 03:54 PM | ORD Chicago | Sep 01, 2017 05:43 PM | M | N/A |
| AMERICAN AIRLINES | 2323 | ORD Chicago | Sep 01, 2017 06:25 PM | DCA Washington | Sep 01, 2017 08:24 PM | M | Food for Purchase |

Traveler Information

| Passenger | Fare | Seating |
|-----------------|---------|---------|
| JARED HENDERSON | Economy | 24D |
| JARED HENDERSON | Economy | |
| JARED HENDERSON | Economy | 17C |
| JARED HENDERSON | Economy | 21D |

Traveling passengers may check in and obtain boarding passes for U.S. domestic electronic tickets within 24 hours of the flight time online at AA.com by using www.aa.com/checkin or at a Self-Service Check-In machine at the airport. Check-in options may be found at www.aa.com/options. For information regarding American Airlines checked baggage policies, please visit www.aa.com/baggageinfo.

Travelers must present a government-issue photo ID with either a boarding pass or a priority verification card at the security screening checkpoint.

Please remember flight details are subject to change. In order to check a flight's status, gate, or departure and arrival time, go to www.aa.com and enter the flight information in the Gates and Times search area. In order to receive automatic notifications of flight changes, click on the Flight Status Notifications section on the www.aa.com homepage and enter the required flight and contact information.

Education Foundation Tour Prospective Participants 2017

| | |
|---|---|
| Michael McConnell, Ag. Economist Sugar and Sweetener Market Outlook Economic Research Center, USDA, Washington DC Michael.McConnell@ers.usda.gov | Arrive 8/30 12:32 PM, Depart 9/1 1:10 PM |
| Elya Taichman New Mexico Congressman Michelle Grisham Elya.Taichman@mail.house.gov | Arrive 8/30 12:32 PM, Depart 9/1 1:10 PM |
| Blair Wriston Virginia Congressman Donald McEachin Blair.Wriston@mail.house.gov | Arrive 8/30 2:20 PM, Depart 9/1 2:50 PM |
| Tyler Haymore, Leg. Asst. North Carolina Congressman Ted Budd Tyler.Haymore@mail.house.gov | Arrive 8/30 2:20 PM, Depart 9/1 2:50 PM |
| Jared Henderson LA ND Senator Heitkamp Jared_Henderson@Heitkamp.senate.gov | Arrive 8/30 3:16 PM, Depart 9/1 3:54 PM |
| Bryan Martin, Leg. Asst. North Carolina Congressman Walter Jones Bryan.Martin@mail.house.gov | Arrive 8/30 3:16 PM, Depart 9/1 3:54 |
| Brent Robertson Kansas Cong. Roger Marshall Brent.Robertson@mail.house.gov | Arrive / Depart Fargo by Auto 8/29 Wichita 12:30 Arrive MN 2:20 9/1 MSP 8:20 PM, DCA 11:56 PM |
| Dalton Henry Kansas Cong. Roger Marshall Dalton.Henry@mail.house.gov | Arrive / Depart Fargo by Auto 8/29 DC 2:4, MSP 4:28 9/1 MSP 8:20 PM, DCA 11:56 PM |
| Ashley Stegeman ND Department of Agriculture Ag in the Classroom astegeman@nd.gov 701-328-4759 | Arrive / Depart by Auto |
| Martha Josephson MN Dept. of Agric., St. Paul, MN Martha.Josephson@state.mn.us Cell 612-214-1778 | Arrive / Depart by Auto |